

Adopted Rule Amendments to:

§373.2. Supervision of a Temporary Licensee.

§373.3. Supervision of an Occupational Therapy Assistant.

Please note that these are ADOPTED amendments, but they will not be in effect until 10/1/2015, at which time, the adopted rule sections will replace the rule sections of the same name and number in the current rules. Please [click this link](#) to view the current rules.

Introduction:

The amendments will clarify supervision requirements for temporary licensees and for occupational therapy assistants. The amendments include grammatical revisions and cleanups, as well.

The amendment to §373.2 reorganizes the section to clarify supervision requirements for temporary licensees and to clarify that a temporary licensee does not become a regular licensee with those privileges until the regular license can be verified as being current and its expiration date is displayed on the Board's license verification page. (Please note that the adopted amendment to §369.1, Display of Licenses, which will also go into effect on 10/1/15, will allow for new licensees, upon verification of their licensure status and expiration date on the Board's verification page, to provide services.) A provision has also been added requiring that occupational therapists who hold a temporary license must record their required supervision on a Supervision Record.

The amendment to §373.3 reorganizes and clarifies supervision requirements for occupational therapy assistants and includes changes to required supervision hours and creates a category of supervision with hours reduced from those currently in the rule section.

Please note that once the amendment takes effect, the required number of supervision hours must be determined according to the number of hours the OTA works during a given month (please see the chart in the amendment).

The amendment also clarifies the requirement that an occupational therapy assistant must be able to contact an occupational therapist who is available to answer questions about the client's intervention at the time of the provision of occupational therapy services.

§373.2. Supervision of a Temporary Licensee.

(a) Requirements for all temporary licensees:

(1) A temporary licensee works under the supervision of a licensed occupational therapist who holds a regular license and whose name, license number, and employer information are on file on the Board's Supervision of a Temporary Licensee form. For each supervising occupational therapist and/or employer, the temporary licensee must submit the Supervision of a Temporary Licensee form. In this section, a supervising occupational therapist is any occupational therapist whether working full time, part time, or PRN (i.e., working on an as-needed basis), who delegates to the temporary licensee.

(2) All documentation completed by an individual holding a temporary license which becomes part of the client's permanent file must be approved and co-signed by one of the supervising occupational therapist(s).

(3) Temporary licensees may not supervise anyone.

(4) A temporary licensee does not become a regular licensee with those privileges until the regular license can be verified as being current and its expiration date is displayed on the Board's license verification page.

(b) Supervision of an occupational therapy assistant with a temporary license includes:

(1) On-the-Premises Supervision: When providing occupational therapy services, a temporary licensee must have supervision by an occupational therapist or occupational therapy assistant who is on the premises and holds a regular license.

(2) Supervision Log and Supervision Hours:

(A) The temporary licensee must complete supervision hours each month, which must be recorded on the Supervision Log. The Supervision Log is kept by the temporary licensee and signed by the occupational therapist(s) when supervision is given. The occupational therapist(s) or employer may request a copy of the Supervision Log.

(B) All of the occupational therapists, whether working full time, part time, or PRN, who delegate to the temporary licensee must participate in the supervision hours, whether on a shared or rotational basis.

(C) For each employer, the temporary licensee must complete a separate Supervision Log, in addition to all other requirements.

(D) For those months when the licensee does not work as a temporary licensee, he or she shall write N/A in the Supervision Log.

(E) Supervision Logs are subject to audit by the Board.

(F) The temporary licensee is required to complete a minimum of sixteen supervision hours each month for each employer, which must include:

(i) a minimum of twelve hours of frequent communication between the supervising occupational therapist(s) and temporary licensee including, but not limited to, communication by electronic/communications technology methods, written report, and conference, including review of progress of clients assigned, plus

(ii) a minimum of four hours of interactive supervision a month during which the occupational therapist, who is physically present with the temporary licensee, directly observes the temporary licensee providing services to one or more clients.

(c) Supervision of an occupational therapist with a temporary license includes:

(1) On-the-Premises Supervision: When providing occupational therapy services, a temporary licensee must have supervision by an occupational therapist who is on the premises and holds a regular license.

(2) Supervision Record and Required Supervision Communication and Encounters:

(A) The temporary licensee must receive supervision each month, which must be recorded on the Temporary Occupational Therapist Licensee Supervision Record. The Supervision Record is kept by the temporary licensee and signed by the occupational therapist(s) when supervision is given. The occupational therapist(s) or employer may request a copy of the Supervision Record.

(B) All of the occupational therapists, whether working full time, part time, or PRN, who delegate to the temporary licensee must participate in the required supervision, whether on a shared or rotational basis.

(C) For each employer, the temporary licensee must complete a separate Supervision Record, in addition to all other requirements.

(D) For those months when the licensee does not work as a temporary licensee, he or she shall write N/A in the Supervision Record.

(E) Supervision Records are subject to audit by the Board.

(F) The temporary licensee is required to complete the following supervision requirements for each employer:

(i) frequent communication between the supervising occupational therapist(s) and temporary licensee including, but not limited to, communication by electronic/communications technology methods, written report, and conference, including review of progress of clients assigned, plus

(ii) interactive encounters twice a month during which the occupational therapist, who is physically present with the temporary licensee, directly observes the temporary licensee providing services to one or more clients.

§373.3. Supervision of an Occupational Therapy Assistant.

(a) An occupational therapy assistant shall provide occupational therapy services only under the supervision of an occupational therapist(s).

(b) Supervision of an occupational therapy assistant in all settings includes:

(1) Supervision Form: For each employer, the occupational therapy assistant must submit the Occupational Therapy Assistant Supervision form with the employer information and name and license number of one of the occupational therapists working for the employer who will be providing supervision.

(2) Supervision Log and Supervision Hours:

(A) The occupational therapy assistant must complete supervision hours each month, which must be recorded on the Supervision Log. The Supervision Log is

kept by the occupational therapy assistant and signed by the occupational therapist(s) when supervision is given. The occupational therapist(s) or employer may request a copy of the Supervision Log.

(B) All of the occupational therapists, whether working full time, part time, or PRN (i.e., working on an as-needed basis), who delegate to the occupational therapy assistant must participate in the supervision hours, whether on a shared or rotational basis.

(C) For each employer, the occupational therapy assistant must complete a separate Supervision Log and must complete the specified supervision hours, in addition to all other requirements. Supervision hours for different employers may not be combined.

(D) For those months when the licensee does not work as an occupational therapy assistant, he or she shall write N/A in the Supervision Log.

(E) Supervision Logs are subject to audit by the Board.

(F) Occupational therapy assistants must complete these types of supervision per month according to the following table:

(i) Frequent Communication Supervision: frequent communication between the supervising occupational therapist(s) and occupational therapy assistant including, but not limited to, communication by electronic/communications technology methods, written report, and conference, including review of progress of clients assigned, plus

(ii) Interactive Supervision: interactive supervision during which the occupational therapist, who is physically present with the occupational therapy assistant, directly observes the occupational therapy assistant providing services to one or more clients.

OTA Required Supervision Hours

OTAs working 128 or more hours during a given month:	OTAs working between 70-127 hours during a given month:	OTAs working 69 or fewer hours during a given month:
6 hours of frequent communication supervision	3 hours of frequent communication supervision	2 hours of frequent communication supervision
2 hours of interactive supervision	1 hour of interactive supervision	1 hour of interactive supervision

(3) The occupational therapy assistant must include the name of a supervising OT in each intervention note. This may not necessarily be the occupational therapist who wrote the plan of care, but an occupational therapist who is readily available to answer questions about the client's intervention at the time of the provision of services. If this requirement is not met, the occupational therapy assistant may not provide services.